



Tyler Hawaii Project Change Request

Project Information

Agency Name: Legislative Reference Bureau
Service Name: LRB Website
Date Requested: 1/30/26
Requested by (Name and Title): Andrea Langhurst, Public Access Coordinator
SOW Name: LRB Website Redesign SOW
SOW ID Number: LRB.FY2019.001
Change Request Number: 001

This Project Change Request (PCR) is subordinate to the Statement of Work (SOW) listed above. This PCR is subject to all terms and conditions thereof unless specifically designated as exceptions in this document.

Desired Functionality / Scope

Describe, in as much detail as possible, the requirements or features for the enhancement request.

See the additional scope of work section for the detail of what is covered.

Ln	Change Description	Estimated Hours	Cost	Target Completion Date
1.	ADA Audit/Remediation Work (see scope section for detail)	Dev: 6 PM: 2	\$600 \$240	1/30/26
2.	Website Updates (see scope section for detail)	Dev: 22 PM: 16	\$2,200 \$1,920	1/30/26
3.				
4.				
5.				
6.				
TOTALS		46 hours	\$4,960	
TOTAL COST WITH GENERAL EXCISE TAX			\$5,193.72	

Agency requested changes must be tracked and managed by the agency's project manager through the following Change Management Process:

1. Agency prepares requirements and obtains internal approvals for the changes(s).
2. Agency completes the Project Change Request (PCR) document and submits it to Tyler Hawaii.
3. Tyler Hawaii project team reviews PCR and determines level of effort, cost, and timeline to make the changes.
4. Agency reviews and accepts or denies the level of effort, cost, and timeline for completion.
5. If Agency chooses to resubmit PCR with revisions, the same process is followed.

Acceptance

This document and any attachments describe the requirements and features identified as changes requested for the system. The changes to the system will be accepted as complete when these requirements and features are implemented.

Tyler Hawaii will invoice the Agency the Total Amount due, not to exceed \$5,000.00 pre-General Excise Tax (GET), upon deployment of the changes requested into the production environment. Agency has 30 days from receipt of the invoice to make payment to Tyler Hawaii.

Date: Nov 20, 2025

Charlotte A. Carter-Yamauchi
Charlotte A. Carter-Yamauchi (Nov 20, 2025 14:12:07 HST)

Charlotte Carter-Yamauchi
Director
Legislative Reference Bureau

Date: Nov 20, 2025

Bertrand Ramos
Bertrand Ramos (Nov 20, 2025 12:10:43 HST)

Bertrand Ramos
General Manager
Hawaii Information Consortium, LLC dba Tyler Hawaii

Date: Nov 21, 2025

ACCESS HAWAII COMMITTEE



Christine Sakuda
Chief Information Officer
Office of Enterprise Technology Services
State of Hawaii

caa
caa

Scope of Work

Accessibility Evaluation and Updates

Each known issue is listed below along with suggested course of action to fix:

- **Container element is empty**
 - This error stems from the contact forms plugin used on the site. We will migrate the forms and data to a new form tool more widely used throughout the state called Gravity Forms.
- **Keyboard navigation**
 - Updates to main menu and header areas so all items can be tabbed to and make sure it is clear which element you are on.
- **Is there a minimum contrast ratio between the text and background?**
 - Adjust PAR menu blue color to darker shade to meet contrast requirements.
 - Darken heading and footer overlays for LRB (including PAR) webpages.
- **Headings**
 - Review and update each page to ensure headings exist and are in linear order. Some H2's are missing.
- Manual accessibility audit of color contrast and keyboard navigation of the following pages with corrections made to ensure pages meet WCAG requirements:
 - <https://lrb.hawaii.gov/par/overview-of-the-legislative-process/>
 - <https://lrb.hawaii.gov/par/keiki-page/>
 - <https://lrb.hawaii.gov/legislative-history/>
 - <https://lrb.hawaii.gov/par/current-legislature/>

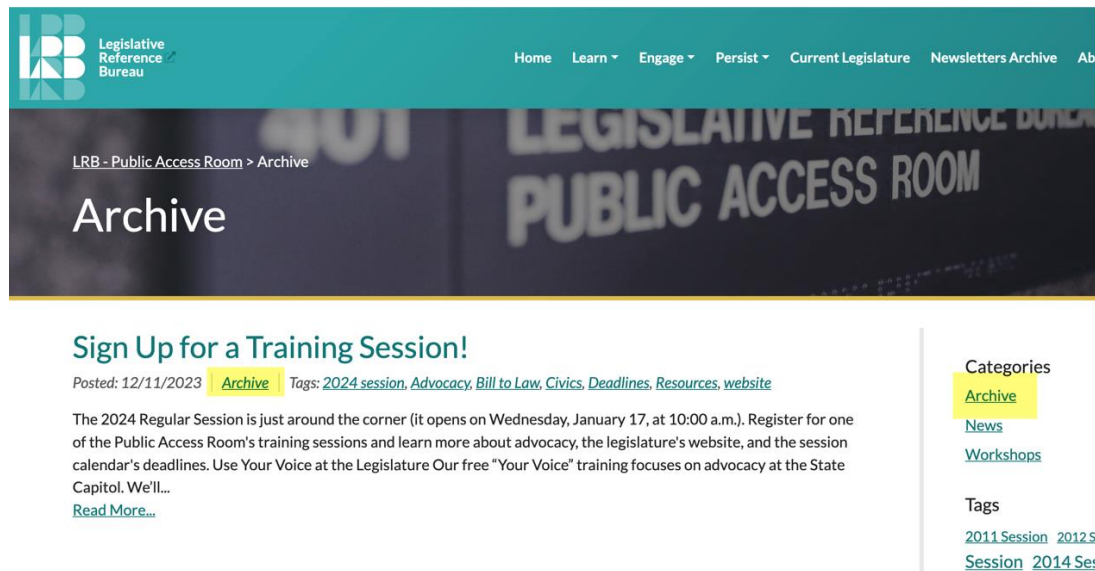
PAR Homepage

- Update front-page.php to switch order of news and workshops and add ability to add a sticky/pinned post to keep a post in the first position.

PAR Archived Content

- Newsletters
 - Rename existing newsletter page to 'Newsletter archive' then add text describing purpose of archive page.
 - Duplicate functionality to create a new page called 'Newsletters' to post newsletters from January 2026 on.
- Posts (for news/workshops)
 - Create a category called 'Archived content' or similar that can be used on all posts.
 - LRB (PAR) can then manually go through all posts to add the 'archived content' category. If you want these posts to show ONLY in the 'archived content' area, you'll also need to remove any other categories from each post.
 - Users will be able to navigate to this category from the sidebar.
 - We will create a category archive template and single post template so we can add some custom text to only posts categorized as 'archived content' to explain why this content is archived.

- Of note, PDFs do NOT show in search results, so no work is needed to restrict any from search results.
- Example screenshot w/ 'archive' category in sidebar:



PAR PDF Repo

- We recommend using a free version of a plugin called 'Document library lite'
 - It allows for simple search and category filters, and you can select what to show on the table columns from these available options: <https://barn2.com/kb/document-library-wordpress-documentation/#document-tables>.
 - When it comes time to add the pdfs to this table, you can either 1) select from any files that are already uploaded to the media library or b) upload a new file. Either way, it won't affect any edits you want to make on the site now.
- Example: <https://lr-dev.hawaii.gov/par/document-library/>

Printing Pages

- Extent of changes will be to adjust the print CSS.
- Tables have limited options for site editors to adjust spacing/columns, etc. Only options include choice of fixed width or flowing cells, and whether to show headings and footer.
- Table example: <https://lr-dev.hawaii.gov/par/test-table-print/>
- Available settings:

Settings

- ☒ Fixed width table cells
- ☒ Header section
- ☐ Footer section

- Trying to create a pixel perfect print is not realistic. If necessary to print a version that is identical to PDF version, suggest using the PDF instead.